



# COURT SERVICES & OFFENDER SUPERVISION AGENCY

## VACANCY ANNOUNCEMENT

**ANNOUNCEMENT NUMBER:** CJP-06-142 (SH) (DEU)

**JOB TITLE:** Social Science Analyst, GS-101-9/11/12

**AREA OF CONSIDERATION:** All Sources

**OPENING DATE:** 09/15/06

**CLOSING DATE:** 09/28/06

**PROMOTION POTENTIAL:** GS-13

**STARTING SALARY:** GS-9, \$44,856 pa; GS-11, \$54,272 pa; GS-12, \$65,048 pa

**THIS VACANCY ANNOUNCEMENT MAY BE USED TO FILL FUTURE VACANCIES.**

**NOTE: APPLICANTS THAT PREVIOUSLY APPLIED UNDER ANNOUNCEMENT CJP-06-065 (SH)(DEU) AND CJP-06-065R (SH)(DEU) MUST RE-APPLY TO BE CONSIDERED.**

**Social Science Analyst, GS-101-9/11/12, (1 position), Court Services & Offender Supervision Agency (CSOSA), Community Justice Programs, Office of Research and Evaluation (ORE), Washington, DC.**

**DUTIES:** The incumbent will serve as an analyst for a variety of short-term and long-term evaluation projects. Participates or takes the lead in implementing social science research to include but not be limited to data collection, program evaluation, report construction, and collaborating on the dissemination of research findings and recommendations. Participates in analytical and evaluation tasks in support of strategic planning, budget and financial systems, and results-driven performance budgeting. Develops screening criteria that identify prescriptive interventions, including prioritizing referrals for substance abuse evaluation, mental health evaluation, and other interventions.

### **QUALIFICATIONS:**

#### **Basic Requirements for all grades:**

Degree: behavioral or social science; or related disciplines appropriate to the position;

OR

Combination of education and experience—that provided the applicant with the knowledge of one or more of the behavioral or social sciences equivalent to a major in the field;

OR

Four years of appropriate experience that demonstrated that the applicant has acquired knowledge of one or more of the behavioral or social sciences equivalent to a major in the field.

**Applicants must submit a copy of their college transcript or list of college course that includes hours and grades.**

Applicants must have one year of specialized experience equivalent to the next lower grade level.

**Specialized experience** is experience in or directly related to the position to be filled, and which has equipped the applicant with the particular knowledge, skills and abilities (KSAs) to successfully perform the duties of the position. **For the GS-9 level, specialized experience** regarding this position is experience assisting in the implementation of statistical designs and data management systems that deal with outcome studies (e.g., treatment efficacy/effectiveness, recidivism/revocation, re-arrest, sex offender/mental health monitoring, etc.) and performance measures. **For the GS-11 level, specialized experience** regarding this position is experience conducting qualitative and quantitative analysis of various program areas and initiatives that may deal with drug treatment, sex offender treatment, and instruments used to measure offender aptitude. **For the GS-12 level, specialized experience** regarding this position is experience defining the scope of service delivery needed to address offenders' needs at the neighborhood level and in collaboration with local social, health and human service agencies. In addition, such experience includes developing offender-screening logic that systematizes referrals for substance abuse evaluation, mental health evaluation, and/or other types of evaluation.

**EVALUATION METHODS:** Your application will be evaluated according to the extent and quality of experience, education and training. If you meet the basic qualification requirements, your application/resume will be evaluated against the knowledge, skills, and abilities required for this position. This evaluation determines which candidates will be referred to the selecting official for consideration.

**TO RECEIVE FULL CONSIDERATION, APPLICANTS MUST ON A SEPARATE SHEET OF PAPER ADDRESS EACH OF THE REQUIRED KNOWLEDGE, SKILLS AND ABILITIES DESCRIBED BELOW.**

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES FOR THE GS-9/11:**

1. Skill in conducting qualitative and quantitative analysis and evaluate a variety of programs and initiatives.
2. Skill to using statistical software packages (e.g. SAS, SPSS and Stata) to create, combine and recode analytical variables, analyze data and perform statistical procedures.
3. Ability to interpret and explain information to senior staff and management officials.
4. Skill in using visual presentation packages (e.g., MS Power Point, Excel, Visio, PageMaker, etc) to prepare internal and external presentations.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (KSAs) FOR THE GS-12:**

1. Demonstrated ability to apply and use social science theory and research techniques such as Data collection (including questionnaire design and development and various interviewing methods), statistical analyses, database design and manipulation and secondary data analysis.

2. Skill in implementing research methods and techniques (such as quantitative and qualitative methods) including statistics and computer applications.
3. Skill in interpreting and explaining highly complex information to senior staff level officials.
4. Skill in using visual presentation packages (e.g., MS Power Point, Excel, Visio, PageMaker, etc) to prepare internal and external presentations.

In addition to submitting your application/resume, YOU MUST address your experience and/or education related to the KSAs described above, giving specific examples ON A SHEET OF PAPER THAT IS SEPARATE FROM YOUR APPLICATION/RESUME. Address each of the KSAs separately and explain how your experience, education, training, and self-development activities relate to each KSA. Your qualification rating will be based on the evaluation of your experience and education as they relate to the qualification requirements and KSAs listed above. You must also provide detailed evidence of the KSAs in your application/resume in the form of clear, concise examples showing the level of accomplishment and degree of responsibility.

**HOW TO APPLY:** Interested applicants may submit a resume, the Optional Application for Federal Employment (OF 612) or any other written format you choose to describe your job-related qualifications. Whatever you submit, you must include the information cited in the Office of Personnel Management's (OPM) brochure, 'Applying For A Federal Job' (OF-510). A copy of the brochure (OF-510) and OF 612 can be obtained by contacting your local personnel office, through the USAJOBS web site at <http://www.usajobs.opm.gov/faqs.asp>, or by requesting the forms through OPM's self-service phone system at (478) 757-3000 or TDD (478) 744-2299.

**Veterans:** Veterans claiming 5-point veteran preference must submit a copy of their latest DD-214. Veterans claiming 10-point veteran preference must submit a copy of their latest DD-214 along with a SF-15 form and a letter from the Veteran's Administration certifying the veteran's present receipt of compensation for service-connected disability or disability retirement pay or other appropriate documentation listed on the application for 10-point veteran preference.

**CTAP and ICTAP:** If you are an eligible Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant, you may apply for special selection over other applicants for this position. Individuals who have special priority selection rights under the CTAP or the ICTAP must be well qualified for the position. To be well qualified, applicants must satisfy all qualification requirements for the vacant position and meet the mid-level of the crediting plan for all factors or the established cutoff score. CTAP/ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice; a "Notice of Personnel Action" (SF-50) documenting separation; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. § 8337(h) or § 8456.

**Applications and all required documents must be received by 5:00 p.m. EDT on the closing date.**

**Mailing Address and Contact:** All documents must be submitted to: Court Services and Offender Supervision Agency, Office of Human Resources, 808 17<sup>th</sup> Street, NW, Suite 820, Washington, D.C.

20006. For additional information on this position contact Sherry Harrison on (202) 220-5605 or **TTY (202) 220-5474**. Applications must be *received* by 5:00 p.m. EDT on the closing date.

**Email Address:** Applicants may submit applications via email to: [CSOSAjobs@CSOSA.gov](mailto:CSOSAjobs@CSOSA.gov).

**Fax Number:** Applicants may submit documents via facsimile to: (202) 220-5615.

**OTHER INFORMATION:**

**Agency Background Information:** The National Capital Revitalization and Self-Government Improvement Act of 1997 established the Court Services and Offender Supervision Agency as a federal agency on August 5, 2000.

**U.S. Citizenship:** Applicants must be U.S. citizens or nationals.

**Selective Service Registration:** As a condition of employment, all male applicants born after December 31, 1959, must have registered for the selective service. If selected for this position, the applicant must sign a statement certifying his registration, or the applicant must demonstrate exempt status under the Selective Service Law.

**Relocation Expenses:** Relocation expenses are not authorized.

**Probationary Period:** Initial appointment will require completion of a one-year probationary period.

**Security Check:** A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation, drug testing and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

**Drug Testing:** Appointment may be subject to random drug testing after selection.

**Direct Deposit:** All Federal employees are required to have Federal salary payments directly deposited into a financial institution of their choosing.

**REASONABLE ACCOMMODATIONS:** Court Services and Offender Supervision Agency welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate those needs. If you need a reasonable accommodation for any part of the application and hiring process, please notify the CSOSA Office of Human Resources. The decision on granting reasonable accommodations will be made on a case-by-case basis. The Agency is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Court Services and Offender Supervision Agency.

**EQUAL OPPORTUNITY EMPLOYER:** Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership in an employee organization, or on the basis of personal favoritism.

***CSOSA is an Equal Opportunity Employer.***

